

SECRET

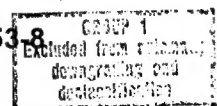
00-4525  
15 APR 1966

2/D

MEMORANDUM FOR: Executive Director-Comptroller  
SUBJECT : Review of CIA Message Procedures

1. This memorandum is for information only.
2. The Study Group organized per your memorandum of 2 March 1966 was reconvened for the purpose of establishing procedures which would insure that copies of messages distributed in CIA would show Agency distribution.
3. One important problem which was surfaced is the split responsibility for selecting messages for the DCI and other key officials in the Agency. The Cable Secretariat selects messages based on his responsibility as defined in Headquarters Regulation   The Senior Duty Officer, Operations Center, reviews all the Special Intelligence messages plus the advance copy of regular messages sent them by the Cable Secretariat and selects, reproduces and distributes selected messages to many elements of CIA. These copies do not show distribution.
4. Attached are procedures adopted by the Study Group to correct the several problems encountered. These procedures will accomplish the following:
  - a. Insure that copies of Agency and non-Agency messages selected for the DCI and other key officials will show internal Agency distribution.
  - b. Eliminate duplicate distribution of the same message.
  - c. Eliminate duplicate reproduction processes by the Cable Secretariat and the Operations Center.


SECRET



~~SECRET~~

d. Insure that the Operations Center and the Cable Secretariat have knowledge of the criteria used by each other for selecting messages for the DCI and other key officials.

5. These new procedures will be effective 25 April 1966.

  
Director of Communications

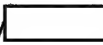
25X1A

**Attachment**  
**Distribution Procedures**

**Distribution:**

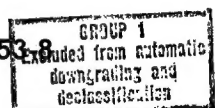
Orig. & 1 - Addressee  
1 - DD/P  
1 - DD/I  
2 - DD/S  
1 - DD/S&T  
1 - D/CO  
1 - OC-S/C Chrono  
1 - Cable Secretariat

25X1A

OC-S/C//abe/15 April 1966/

25X1

~~SECRET~~



SECRET

PROCEDURES FOR DISTRIBUTING MESSAGES ...  
TO THE DCI (INCLUDING THE DDCI AND EX/DIR)

NON-AGENCY REGULAR MESSAGES

Cable Secretariat will continue to tube copies of every message (except EXDIS and LMDIS) to Operations Center as advance distribution.

When Operations Center "selects" a message for immediate distribution to the DCI and other key officials they will inform the Cable Secretariat. Cable Secretariat will make appropriate dissemination and effect delivery of the message on an expedite basis to the DCI and other addressees. The complete distribution will be shown on all copies.

Cable Secretariat will continue to distribute to all elements of CIA. Messages distributed to the DCI will also be distributed to the SDO so that the SDO will know which messages have been sent to the DCI.

REGULAR DDP MESSAGES

Cable Secretariat will distribute DDP messages as in the past. Except for certain messages the dissemination of which is prescribed and limited, messages distributed to the DCI will also be distributed to the CSDO (Operations Center) who is responsible for briefing the Director on DDP matters.

Cable Secretariat will continue to issue one or more "tempo" copies of incoming high precedence messages to the action addressee during regular working hours, or to the CSDO when other offices are closed. The CSDO or the action addressee may instruct the Cable Secretariat to distribute the message to the DCI. The same procedures apply to DDP Intel messages. In addition a sanitized copy of Intel messages is delivered to the SDO.

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

NON-AGENCY SI MESSAGES

CIA SI MESSAGES ADDRESSED TO THE DDI

The Signal Center will continue to provide 15 copies to the Operations Center and 7 copies to the DDP. (One copy of NSA messages also goes to FMSAC/DDS&T.)

OCR/DDI will continue to assign distribution for the DDI and DDS&T.

Operations Center will continue to "select" hot items, have them reproduced in the 7th floor reproduction center on a form showing distribution. Operations Center will distribute to DCI and other senior officials.

CIA SI MESSAGES NOT ADDRESSED TO THE DDI

Signal Center will deliver 7 copies to DDP/FID during regular working hours. When FID is closed the Signal Center will deliver the copies to the 7th floor for the CSDO. FID or CSDO will assign distribution and distribute copies.

OSA MESSAGES

OSA assigns distribution, reproduces and distributes copies of OSA messages. It is OSA's responsibility to select messages for the DCI. All copies show distribution.

PRESS REPORTS

Operations Center will select items for the DCI. When necessary they will have these items reproduced in the 7th floor reproduction center on a form showing distribution. Operations Center will distribute.

ADVANTAGES TO THIS PROPOSAL:

Avoids duplication in reproduction processes.

Avoids duplicate distribution of same message.

Insures that distribution information shown on cables is complete and accurate.

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

The fact that Operations Center and Cable Secretariat see which messages the other has selected for the DCI will promote uniform standards for distributing messages (each person having some of this responsibility should be informed of criteria used by others).

Informs morning briefing officers of material previously sent to DCI so that they can avoid duplication and/or obtain background information.

DISADVANTAGES:

Places additional "crash" requirements on Cable Secretariat.

Could add delay in reproduction of certain messages when they must compete with other urgent messages. However, this should be offset by gains in those cases when the Cable Secretariat identifies a message which requires rapid distribution and begins processing while the message is being screened in the Operations Center. This should occur frequently as each becomes more knowledgeable of the criteria used by the other.

**SECRET**

